
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2010-224

NCOIC TEC SCHEDULER/ANG SET REGISTRAR

PROMOTABLE TSGT - MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 1 Dec 2010 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 4-year Statutory Tour at **TEC/Training & Education Center (McGhee Tyson ANGB, TN)**. Must be Air Force Specialty Code (AFSC) **ANY**. Duties and Responsibilities: Serves as primary coordinator for preparing and implementing the TEC FY schedule for in-resident classes and facilities. Serves as primary coordinator for organizing and executing TEC conference management with staff members and outside agencies. Is the Primary Skills Enhancement Registrar scheduling all SET classes and coordinating SET instructors and career field managers. This position requires high levels of coordination with NGB/DPT, career field managers, skill enhancement instructors and outside agencies when scheduling classes not only facilitated at the TEC but other training locations nationwide. As the primary TEC scheduler, this position is directly responsible for coordination and planning of the fiscal year course schedule. Requires a complete working knowledge of USAF and Client System Technician practices. Must have in-depth knowledge of computer systems, including local area networks, hardware and software requirements, databases, and data communication. Knowledge of working in MilPDS/CITRIX pulling and updating school rosters is highly desirable. Must have experience training and leading other administrative personnel through the vast duties and responsibilities required of a Command Section. Possess a working knowledge of the NGB, State and Unit level Education and Training programs. Acts as the FARM for the Commander Support Staff, Logistics Staff and Network Focal Point. Knowledge of protocol procedures and rules is desirable. Possess a knowledge of conference management is desirable. Effective oral and written communication skills highly desired.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
